

A-12034/1/2016-Estt.II  
Government of India  
Ministry of Social Justice and Empowerment  
Department of Social Justice and Empowerment

R.No.240, A Wing, Shastri Bhavan  
New Delhi-110001  
Dated: 31<sup>st</sup> May,2016

**CIRCULAR**

Subject: Preparation of panel of Consultants( Grade-I&II) for engagement on contract basis for the years 2016-2017.

The undersigned is directed to say that the Department of Social Justice and Empowerment proposes to prepare a panel of Consultants (Grade-I &II) for engagement on contract basis for the calendar years 2016& 2017 from amongst retired Government employees. The short listed candidates will be considered for engagement as per the requirement of the Department. The details are as follows:

1.	No. of consultants be engaged on contract basis:	As per requirement		
2.	Period of engagement:	Initially for a period of six months. Period of engagement is extendable on further requirement.		
3.	Age limit:	Should have retired after May, 2013.		
4.	Remuneration payable each grade of consultants per month+ conveyance allowance admissible	Level of the post from which retired	Level of Engagement as consultant	Consolidated Remuneration + Con. allowance (p.m.)
		Assistant/SO or equiv.	Grade- I	Rs.27,000/-* +Rs.1,000/-
		S.O/US or equiv.	Grade-II	Rs.35,000/+* Rs.2,000/-
		[*The above remuneration will be computed with pension so as not to exceed last pay drawn+ current DA].		
5.	Place of work:	D/o Social Justices' s offices situated in New Delhi ( i.e at Shastri Bhavan, Jeevan Prakash Building, K.G Marg, R.K.Puram).		
6.	Experience	Experience in Secretarial functions, drafting of notes for SFC/EFC etc having sound knowledge of Rules and Regulations. Able to write on PCs.		


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7.	Desirable	Preference will be given to persons (a) who have handled social sector schemes and issues while in service. (b) who have knowledge of working on PCs. especially Excel, Power point, preparation of data sheets and Tables etc.
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2. The engagement of the Consultants on contract basis will be subject to the guidelines for engaging consultants of this Department.

3. The selected person should be available on his mobile connection at all times on engagement in this Department. He may also have to attend office on Saturday/Sundays and other holidays in case so required.

4. Interested retired persons who will be in a position to join immediately on call, may submit their particulars on the enclosed format along with relevant documents to the Establishment II Section, Room No.243, A-Wing, Shastri Bhavan, New Delhi within 21 days of publishing of this advertisement.

  
(Deepak Kumar Sah)  
Under Secretary to the Govt. of India  
Tel:23382184

Copy forwarded along with soft copy for publishing the circular in the Department's Web sites to:-

Shri S.D. Sharma, PSA, NIC,D/o SJ&E

Bio-Data

(for inclusion in the panel for engagement of Consultant in the Department of Social Justice and Empowerment 2016-17)

Affix a latest  
passport size photo

1.	Name	
2.	Address for Communication with Telephone/Mobile No.	
3.	Date of Birth	
4.	Present age as on 1/5/2016.	
5.	Post from which retired and Name of the Ministry/ Department/ Organisation	
6.	Date of retirement	
7.	Last pay Drawn (Pay in Pay Band+ Grade Pay)	
8.	Gross Pension (Before commutation) (enclose copy of PPO)	
9.	Whether applying for Consultant Grade-I/II	
10.	Educational Qualification (Academic)	
12.	Technical Qualification	
13.	No. of years of service in Govt.	
14.	Nature of Duties attended while in service.	
15.	Whether knows computer, if yes details	
16.	Have you worked as Consultant/is presently working as Consultant ? if so the details of Office and remuneration received etc.	
17.	Time required for joining.	

Certified that the information furnished above are true.

Enclosures:

(Signature)